

SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



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Message from the School Financial Services (SFS) Director

The SFS Team hopes you and your family had a great holiday season. One staffing update: you'll notice Lori Ames and Karen Kucharz Robbe are no longer listed as School Finance Consultant contacts. The SFS Team recently, and reluctantly, accepted both their resignations, and will greatly miss them. Lori will be joining the DPI Special Education Team, and Karen is the new business manager in Clinton. We are currently recruiting to fill both School Finance Consultant positions and will keep you informed when that process is completed.

Food for thought: If you want a rainbow you gotta put up with the rain.

This newsletter is meant to provide you with SFS updates and other important information about school finance issues. We ask that you forward the information to the appropriate person. As always, we value your input and encourage you to let the SFS Team know if you have issues, concerns, or suggestions, as we strive to provide you with the best service possible.

January Pupil Count Report-PI-1563 Information

Please route the following information to the individual(s) who completes the PI-1563 January Pupil Count Report for your district. The pupil count date is Friday, January 14 and the report is due Friday, January 28.

If your district is unable to hold school on January 14, a request for an alternative pupil count date must be submitted to the State Superintendent (s. 121.05(3), Wis. Stats.). Address your request to Debbie Gaffney Dilley, School Financial Services Team, by e-mail at debra.gaffney-dilley@dpi.wi.gov. Please specify the alternative date that you are requesting. In most circumstances, the date should be either the Thursday before or the Monday after the Friday count date.

The PI-1563 Internet Pupil Count Report is accessed through the Reporting Portal link on the School Financial Services Team website located at <http://dpi.wi.gov/sfs/index.html>. Pupil count report instructions and a spreadsheet are again available under the "Membership Report" link on the left-hand scan bar or directly at <http://dpi.wi.gov/sfs/doc/guidelinesforcounting.doc> and http://dpi.wi.gov/sfs/xls/pi1563_worksheet.xls.

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SFS Team Directory

E-mail: dpifin@dpi.wi.gov

Phone: (608) 267-9114 Fax: (608) 266-2840

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SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

Jerry Landmark

Wisconsin Department of Public Instruction

P. O. Box 7841

Madison, WI 53707-7841

608-266-6968 or 1-800-441-4563

<mailto:jerome.landmark@dpi.wi.gov>

dpi.wi.gov/sfs/index.html

Again this year, districts will be required to document a reconciliation process for membership changes from the September count date to the January count date. Information about this requirement is available as a webcast located on the team's website under "Webcast Presentations" or directly at: <http://dpimedia.wi.gov/main/Viewer/?peid=81a311ce5f8a45f78da9b9a21bf50075>. It is entitled, "PI 1563 September/January Pupil Count Reconciliation Webcast." The pupil count reconciliation worksheet is available under "Membership Report" link on the left-hand scan bar or directly at <http://dpi.wi.gov/sfs/membrpt2.html>.

Districts that need to amend their pupil count after January 28 will do so by one of two ways:

- If your district has a membership audit, simply go into the reporting portal and make the changes. The auditor will verify any changes upon completion of the audit.
- If your district does not have a membership audit, send an e-mail to debra.brown@dpi.wi.gov requesting the SFS team to open the portal along with an explanation of the changes that will be made. The district will then be advised via an e-mail response when the portal will be open for revisions. Contact Debbie Brown, SFS Team Assistant Director, at (608) 267-9209 or by e-mail debra.brown@dpi.wi.gov should you have questions.

Districts with Required Membership Audits 2010-11

The state superintendent is required annually to select at least 25 percent of all school districts for a membership audit per s. 115.28(18), Wis. Stats. Selected district administrators and those districts' audit firms will receive notification of the required audit via e-mail on Monday, January 31, 2011. There will be no paper mail notification.

Additionally, a listing of districts with required membership audits will be posted to the team's website under "Audit/Auditor Info" on the left-hand scan bar of the team's home web page and under "Late Breaking Information" located at <http://dpi.wi.gov/sfs/break.html>. Subscribers of the finance team's listserve will also be notified of the district list.

The membership audit is due at the department no later than May 2, 2011. No extensions to this date can be granted as 2010-11 membership is a factor in determining compliance with the 2010-11 revenue limits.

Contact Gene Fornecker, School Finance Auditor, at (608) 267-7882 or by e-mail eugene.fornecker@dpi.wi.gov should you have questions.

Transportation Aid Payment

General Transportation Aid (s. 121.58, Wis. Stats.) will be paid on Monday January 24, 2011.

Transportation Aid eligibility by district for 2010-11 can be accessed at <http://dpi.wi.gov/sfs/pupiltran1.html> along with a variety of resources related to pupil transportation requirements and reporting.

The PI-1547 Pupil Transportation Report will open for entry of 2010-11 regular school year transportation counts on Monday, May 16, 2011.

Contact Pam Schumacher at 608-267-9205 or by e-mail pamela.schumacher@dpi.wi.gov should you have any questions.

Calendar of Events

January 2011						
S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	9
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 01 [Holiday-Department Closed](#)
 Jan 06 [SFS Team Newsletter](#)
 Jan 14 [Second Friday Pupil Count](#)
 Jan 17 [Martin Luther King Jr. Holiday](#)
 Jan 18 [SPED Aid Payment](#)
 Jan 19-21 [WASB Convention](#)
 Jan 24 [Transportation Aid Payment](#)
 Jan 28 [January Pupil Count Report Due](#)
 Jan 31 [District Notification of Required Membership Audit](#)

February 2011						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	9	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 21 [DPI Furlough Day](#)
 Feb 22 [SAGE](#) and [SPED Aid Payment](#)
 Feb 23 [WASDA New Admin Workshop](#)

March 2011						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar 21 [SPED Aid Payment](#)
 Mar 28 [High Poverty Aid Payment](#)
[Eq. Aid/Sp. Adj. Aid Payment](#)

School Days and Hours of Instruction: Updated 2010-11

Each year, the department receives a number of inquiries regarding the statutorily required 180 day calendar, the hours of instruction, inclement weather days, and parent-teacher conference days. The following is a selected sampling of the pertinent statutes that apply to school days and hours of instruction. They are provided to give guidance to school district calendar development.

115.01 (10) SCHOOL DAY.

(a) School days are days on which school is actually taught and the following days on which school is not taught:

1. Days on which school is closed by order of the school district administrator because of inclement weather and days on which parent-teacher conferences are held, not to exceed 5 days during the school term. If parent-teacher conferences are held in the evening of a day on which students attend for all or part of the day, the day may be counted as only one day toward the 180 day requirement.

2. Days on which school is closed by order of a local health officer, as defined in s. 250.01(5), Wis. Stats., or the department of health services.

3. Days on which school is closed by order of the school district administrator because of a threat to the health or safety of pupils or school personnel, but not including inclement weather, unless the school board determines that the days will not count as school days (New for 2009-10).

(b) Not to exceed 5 Saturdays may be counted as school days in any school year when school is taught thereon with the consent of the school board.

118.38 (2)(bm) The department shall promulgate rules establishing criteria for waiving the requirement to schedule at least the number of hours of direct pupil instruction specified under s. 121.02(1)(f)2. if school is closed for a reason specified in s. 115.01(10)(a) 2. or 3. **(New for 2009-10).**

121.02(1)(f) Each school board shall: 1. Schedule at least 180 school days annually, less any days during which the state superintendent determines that school is not held or educational standards are not maintained as the result of a strike by school district employees.

121.02(1)(f) Each school board shall: 2. Annually, schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 to 6 and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Scheduled hours under this subdivision include recess (up to 30 per day PI 8.01(2)(f)2) and time for pupils to transfer between classes but do not include the lunch period. A school board operating a 4-year-old kindergarten program may use up to 87.5 of the scheduled hours for outreach activities.

121.006(2)(a) State aid withheld. Hold school for at least 180 days each year, less any days during which the state superintendent determines that school is not held or educational standards are not maintained as the result of a strike by school district employees, the days to be computed in accordance with s. 115.01(10), Wis. Stats.

Please contact a SFS Team member listed below if you have questions.

Brad Adams, Consultant
Debbie Brown, Assistant Director
Jerry Landmark, Director
Paul Dix, EdJobs Consultant

bradley.adams@dpi.wi.gov
debra.brown@dpi.wi.gov
jerome.landmark@dpi.wi.gov
paul.dix@dpi.wi.gov

(608) 267-3752
(608) 267-9209
(608) 266-6968
(608) 267-9213

2011-12 Pre-Populated Excel Revenue Limit Worksheet

The preliminary 2011-12 Revenue Limit pre-populated worksheets are now available on the School Financial Services website under "District Budget Development and Planning" or directly at <http://dpi.wi.gov/sfs/revlimworksheet.html>. At this time, the worksheet contains ONLY the base computation (Line 1) and membership numbers for 2008, 2009, 2010 (Lines 2 & 6). No other fields contain data. Be advised that the numbers are preliminary and based on the district's 2010-11 computation as of late November, 2010. Remember that membership number for Summer & Fall, 2010 will be audited in Spring, 2011, and any resulting changes to the 2010 membership data may affect your FINAL 10-11 Revenue Limit status, which may in turn, change your 2011-12 base computation. Also note that districts utilizing energy exemptions in the 2010-11 Revenue Limit will be audited for actual energy expenditures during the Summer of 2011. Any amount that the district levied for which there is not a documented energy expenditure authorized under the exemption will be deducted from the 2011-12 base, as applicable.

Finally, be mindful that a new legislative budget session begins in January, 2011. The Revenue Limit computation as it appears here may not be the same as the one eventually passed into law for 2011-12. We will post new information as it becomes available. Until then, districts will need to use estimates.

2010-2011 Budget Report Amendments

Districts that officially amend their budget by school board action should also amend the PI-1504 Budget Report. This will ensure that the data used by the department in equalization aid estimates, including the July 1 aid estimate, is the most up-to-date data available. Districts may amend their budget report data by entering the budget report program online and making the changes. Please remember to press the "Submit" button to complete the submission after you have amended the report.

Note: districts are able to enter the reporting portal and view budget report data without a password. A password is required only when entering or amending budget report data.

Please contact a SFS Team member listed below if you have questions.

Brad Adams, Consultant	bradley.adams@dpi.wi.gov	(608) 267-3752
Debbie Brown, Assistant Director	debra.brown@dpi.wi.gov	(608) 267-9209
Jerry Landmark, Director	jerome.landmark@dpi.wi.gov	(608) 266-6968
Paul Dix, EdJobs Consultant	paul.dix@dpi.wi.gov	(608) 267-9213

Education Jobs (EdJobs) Fund Update

In August of 2010, the Federal Government awarded the State of Wisconsin \$179,000,000 to save and create education jobs. To date, over \$8,000,000 has been distributed to school districts in the state. The Department of Administration (DOA) has responsibility for collection of data and payment of the grant claims. The next expenditure period is January 1 to March 30, 2011. District claims will be due to DOA by April 5, 2011. Questions regarding administration and utilization of the EdJobs funds can be directed to Kortney Anderson, of DOA's Federal Funds Team at (608) 267-7229 or e-mail at kortney.anderson@wisconsin.gov. The SFS Team has provided districts with allocation amounts, account code information (including project code 595 and revenue source code 780) and other guidance at the EdJobs website. Questions can be directed to Paul Dix, Consultant, SFS Team for the EdJobs fund at (608) 267-9213 or e-mail paul.dix@dpi.wi.gov. Questions about how these funds may impact other sources of education funding can be directed to Debbie Brown, Assistant Director, SFS Team at debra.brown@dpi.wi.gov or phone at (608) 267-9209.

SFS Team members and DOA Federal Funds Team members will be making an EdJobs fund presentation at the annual Wisconsin Association of School Business Officials (WASBO) Conference on Thursday, March 24, 2011.

Related websites:

Education Jobs website <http://www.dpi.wi.gov/sfs/edjobs.html>

Recovery and Reinvestment website <http://www.recovery.wisconsin.gov/Default.aspx>

School Financial Services Contacts

Please contact one of the following School Financial Services Team staff should you have additional questions:

Brad Adams, Consultant	bradley.adams@dpi.wi.gov	(608) 267-3752
Debbie Brown, Assistant Director	debra.brown@dpi.wi.gov	(608) 267-9209
Jerry Landmark, Director	jerome.landmark@dpi.wi.gov	(608) 266-6968
Paul Dix, EdJobs Consultant	paul.dix@dpi.wi.gov	(608) 267-9213